

DCOINST I-20001

U.S. COAST GUARD AUXILIARY DISTRICT 13

EFFECTIVE: 7 JULY 2020

DISTRICT COMMODORE INSTRUCTION I-20001

SUBJECT: DISTRICT 13 AUXILIARY DIRECTIVE SYSTEM

1. PURPOSE. In accordance with Section 11.1 of the District Standing Rules, this instruction establishes and defines the District 13 Auxiliary Directive System.
2. DIRECTIVES AFFECTED. Supersedes DCOINST I-15001. All future Directives (Instructions and Notices) will be governed by this instruction.
3. DISCUSSION
 - a. Directives in the District 13 Auxiliary Directive System are intended to document approved current operating policies, procedures, and processes (Instructions), and to provide information to all or parts of the organization (Notices) in an organized system of media. The Directives supplement, clarify, and/or amplify, but do not supersede or replace the District Standing Rules or governing publications referenced therein.
 - b. Directives will be signed by the District Commodore and may include actions, systems, policies, procedures, etc. which have been coordinated with and/or approved by the District Board, District EXCOM, or District Commodore. The approval source shall be noted in the last section of the Directive.
 - c. District Directives will be titled either "District Commodore Instructions" (DCOINST) or "Commodore Notices" (DCONOTE) followed by the identifying number as described in paragraph 3.d below.
 - d. Directives will be numbered sequentially beginning with "001". The year of the latest issue shall precede the sequential number, i.e. "18001" indicating that Directive "001" was last (re)issued in 2018. The letter "I" shall precede the number of an "Instruction" and the letter "N" for a "Notice."
 - e. Directives will state the "Effective Date" and the "Cancelled Date," if any, on the upper right corner of the title page. The "Effective Date" is normally on or after the date the directive is signed. Instructions may have but are not required to have a "Cancelled Date" and will remain in effect until formally cancelled or the "Cancelled Date" passes. Notices will normally have a "Cancelled Date" within one year of the "Effective Date."

- f. The Chief of Staff will review all Directives annually for content and currency. The DCOS will report results of the review to the District EXCOM not later than the Winter District Board/EXCOM Meeting and recommend any changes that are deemed necessary as a result of the review.
- g. Electronic copies of Directives will be provided to District Board Members and District Staff Officers, and are to be maintained in an up-to-date D13 Web Site file.
- h. The format of the Directives shall be the same as used in this Instruction. Additional numbered and/or lettered sections may be used provided that the sequence and format of this Instruction is followed. Attachment 1 provides a sample format.
- i. The DCO will annually publish an Index of Directives that will list current Directives by number, title, and effective dates. The index will be posted on the District Web Site and notice issued at or before the date of the September District Meeting. See Attachment 2 for such a listing as of 7 July 2020.

4. ACTION. All members of the District will recognize and use the District Directive System as stated in this Instruction.

5. REPORTS. None

6. AUTHORIZED BY: District EXCOM.

APPROVED BY
Tiney D. Singler
Tiney D. Singler
District Commodore

Distribution:
District 13 Board
District 13 Staff

Attachment 1
Attachment 2
Attachment 3

Attachment 1
SAMPLE FORMAT FOR DISTRICT DIRECTIVES

DCOINST I-YRXXX

(First page only)
U.S. COAST GUARD AUXILIARY
DISTRICT 13

(Date, title page only) "EFFECTIVE: (day-month year)." (If applicable, date, title page only)
"CANCELLED: (day-month year)"

DISTRICT COMMODORE INSTRUCTION I-YRXXX (or "NOTICE N-YRXXX")

SUBJECT:

1. PURPOSE.
2. DIRECTIVES AFFECTED. (state "none" if appropriate)
3. DISCUSSION.
4. ACTION.
5. REPORTS.
6. AUTHORIZED BY.

APPROVED BY

(NAME)
District Commodore

Distribution:
District 13 Board
District 13 Staff Officers
Others as Appropriate

Insert in footer of each page: Instruction Number and "Page # of #"

Attachment 2
Master Index--DCO Instructions, as of 7 July 2020

This master index displays all current DCO Instructions, by number, title, and status. When a new DCO Instruction is issued, it also will be reflected in the next formal update to the DCOINST I-XX001 Master Index, as will those cancelled since the previous update. Each cancelled DCOINST will be noted in a newly issued/updated DCOINST of the identical sequential numbering sequence with a new year of issuance, and will be noted as cancelled and moved to the cancelled list at the next formal update.

CURRENT: The following DCO Instructions are considered current as of 01 January 2020:

DCOINST I-20001	District 13 Auxiliary Directive System
DCOINST I-18002	Reports by District Board and Staff
DCOINST I-18003	Auxiliary Travel and Expense Reimbursement Policy
DCOINST I-18010	Flotilla Meritorious Achievement Medal
DCOINST I-18011	"District 13 Auxiliarist of the Year" Award
DCOINST I-18012	Recognition of District Officers
DCOINST I-18013	District Captain's Award for Member Training Achievement
DCOINST I-18015	How to Prepare a Formal Recommendation
DCOINST I-19019	Annual Awards to Divisions, Flotillas and Exceptional Program Performing Members in District 13
DCOINST I-18022	District 13 Golden Quill Award
DCOINST I-15028	District Liaison and Program Manager Officer Devices
DCOINST I-20030	District 13 Auxiliary Assignment to Duty
DCOINST I-20031	District Auxiliary Unit Flag Standards

Attachment 3 Cancelled DCO Instructions

CANCELLED: The below DCO Instructions officially are considered to have been cancelled by previous DCO action, documented as of 15 October 2018. It is noted that records for several of these are not available to document the titles used or the years of issuance or cancellation. They are, however, deemed cancelled as reviewed on 15 October 2018. Only one DCO Notice (DCONOTE) was located, and it is considered to have expired as it was not recorded as renewed or extended after one year of temporary effect, per this DCOINST I-18001.

DCOINST I-15029 Operating Committee
DCOINST I-10001 Operating Committee (re-issued as DCOINST I-15029)
DCOINST I-12001 (Mis-numbered) Incentive Cruise Award; replaced DCOINST I-02027
DCOINST I-08002 Requirements for Auxiliary District 13 Coast Guard Standard Workstation (SWIII)
DCOINST I-12002 Liaison and Color Guard Coordinator Officer Devices, 7 May 12; were mis-numbered and reissued as DCOINST I-15028
DCOINST I-12004 VSC Program Checks
DCOINST I-01005 Division and Flotilla Standing Rules
DCOINST I-97006 Marine Dealer Certification Program
DCOINST I-XX007 Not identifiable by year or title

DCOINST I-01008 Vessel Examiner Certification
DCOINST I-XX009 Not identifiable by year or title
DCOINST I-02010 Meritorious Flotilla Award; re-titled as Flotilla Meritorious Achievement Medal by DCOINST I-12010, which is reissued as DCOINST I-15010
DCOINST I-98014 Records Management
DCOINST I-01016 Administration/Procedures Pertaining to Half Boats
DCOINST I-97017 Mandatory Annual Workshops
DCOINST I-97018 13th District AIM Candidates Support Fund
DCOINST I-01020 Term of Appointment for Career Counselor Officers
DCOINST I-XX021 Not identifiable by year or title
DCOINST I-12023 District 13 Area Meetings
DCOINST I-01024 Policy for Testing Qualifications and Certifications as IT, VE, and MDV
DCOINST I-01025 Qualification and Currency Waivers for Operations, Instruction, Vessel Examiner, and Marine Dealer Visitor
DCOINST I-02026 District 13 Golden Web Award
DCOINST I-02027 District 13 "Incentive Cruise" Award

DCONOTE N-08001 Vessel Safety Checks: Out of Country Vessels